



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS ONLY**

### **STAFF COUNSEL**

**\$3,651 - \$7,034**

**LEGAL OFFICE**

**SACRAMENTO**

**Revised**

**Revised**

**RESPONSIBILITIES:** Under the direction of the Assistant Chief Counsel, Privacy, Technology, and Government Relations Bureau, the Staff Counsel will handle the more routine bureau tasks pertaining to the development, implementation, maintenance of, and adherence to the Department's policies and procedures concerning technology issues and privacy issues. Additional duties include the analysis and enforcement of state contracting requirements; analysis of tax and deputization issues and the enactment of administrative regulations; provide assistance to the Staff Counsel III on the more complex matters or special assignments/ projects for the Chief Counsel; assist the Public Advisor in the review and analysis of intervenor requests for eligibility; conduct legal research and consult with affected bureaus; prepare proposed regulations for submission to Office of Administrative Law, and the drafting emergency regulations.

### **DESIRABLE QUALIFICATIONS:**

- Strong background and relevant experience in insurance law
- Familiarity with Insurance Code and related statutes and regulations
- Experience in litigation and administrative proceedings.
- Familiarity with methods and systems of all branches of California government
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure

**WHO MAY APPLY:** Applications will be accepted only from current California Department of Insurance employees at the Staff Counsel level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be considered.

*Applicants must clearly indicate the basis of their eligibility (i.e., transfer, list eligibility, or Training and Development Assignment) on the State application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Christina Vaiza, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Please indicate "Staff Counsel, #413-130-5778-xxx" on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**      **May 19, 2003 or until filled**

**NOTE:**      **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**